

NRC FORM 114  
(5-90)  
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

**CAREER OPPORTUNITY ANNOUNCEMENT**

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONJOB-RELATED REASONS SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

|   |                       |   |  |   |  |
|---|-----------------------|---|--|---|--|
| POSITION TITLE<br><b>Secretary (OA) (Multiple Pos)</b>                            |                       | ANNOUNCEMENT NUMBER<br><b>0039010</b>               | DATES: OPENING<br><b>07/10/00</b>  | CLOSING (Close of Business)<br><b>O-U-F</b> | EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date)<br><b>12/31/00</b>   |
| SERIES<br><b>0318</b>   | GRADE<br><b>GG-06</b> | KNOWN PROMOTION POTENTIAL TO<br><b>GG-06</b>        | AREA OF CONSIDERATION<br><input checked="" type="checkbox"/> NATIONWIDE<br><input checked="" type="checkbox"/> WASHINGTON, DC COMMUTING AREA<br><input type="checkbox"/> REGION COMMUTING AREA<br><input type="checkbox"/> OTHER |   | TYPE OF POSITION<br><input checked="" type="checkbox"/> BARGAINING UNIT<br><input checked="" type="checkbox"/> FULL-TIME<br><input type="checkbox"/> DEPARTMENT APPOINTMENT<br><input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING<br><input checked="" type="checkbox"/> NONBARGAINING UNIT<br><input type="checkbox"/> PART-TIME<br><input checked="" type="checkbox"/> TEMPORARY APPOINTMENT<br>NOT TO EXCEED<br><b>13 MON</b> |
| ORGANIZATION LOCATION<br><b>Office of Human Resources and Various NRC Offices</b> |                       | NAME OF IMMEDIATE SUPERVISOR<br><b>Dawn D. Moss</b> |  |   |  |
| DUTY LOCATION<br><b>Rockville, MD</b>   |                       | TRAVEL REQUIREMENTS<br><b>None</b>                  |  |   |  |

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SET(7) PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 114, VACANCY APPLICATION STATUS NOTICE (NRC applicants only)
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

**INTERVIEW AND RELOCATION EXPENSES ARE NOT AUTHORIZED FOR THESE POSITIONS.**

Serves as a Secretary (Office Automation) in the Office of Human Resources, Secretarial Pre-Assignment Center. Types letters, memoranda, reports and other correspondence, utilizing a computer with word processing software or other automated systems. Handles sensitive documents in accordance with Privacy Act requirement and NRC security

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QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have secretarial and typing skills sufficient to prepare correspondence, memoranda, reports, etc. quickly and accurately using a full range of specialized features of standard software packages. Must be able to coordinate and establish a variety of office management services such as correspondence control, filing systems, and scheduling of meetings and conferences. Must be able to compose, edit and proofread correspondence. At least one year of experience must have been at the

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RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

1. Demonstrated proficiency with microcomputer-based word processing systems (WordPerfect, Appointment Calendar, E-Mail etc.).

(Example: Describe specific work experience and training that demonstrates your knowledge of and ability to utilize the features of WordPerfect Office, and any other office automation tools. What specific applications have you used and for what purposes.)

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FOR ADDITIONAL INFORMATION CONTACT

**Ava B Harper/Kathy Adams      Email: AHB      Mail Stop: O 3E17A**

TELEPHONE

AREA CODE

NUMBER

**301****415-1415**

SEND APPLICATION MATERIALS TO:

|   |   |  |   |  |
|---|---|--|---|--|
| <input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources | <input type="checkbox"/> Region I Personnel Officer                                   | <input type="checkbox"/> Region II Personnel Officer                                     | <input type="checkbox"/> Region III Personnel Officer                         | <input type="checkbox"/> Region IV Personnel Officer   |
| U.S. Nuclear Regulatory Commission<br>Washington, D.C. 20555  | U.S. Nuclear Regulatory Commission<br>475 Allendale Road<br>King of Prussia, PA 19406 | U.S. Nuclear Regulatory Commission<br>61 Forsyth Street, SW (23185)<br>Atlanta, GA 30303 | U.S. Nuclear Regulatory Commission<br>801 Warrenville Road<br>Lisle, IL 60532 | U.S. Nuclear Regulatory Commission<br>611 Ryan Plaza Drive, Suite 400<br>Arlington, TX 76011 |

**CAREER OPPORTUNITY ANNOUNCEMENT**  
(Continuation)

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| ANNOUNCEMENT NUMBER | OPENING DATE | CLOSING DATE (close of business) | EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date) |
| 0039010             | 07/10/00     | O-U-F                            | 12/31/00   |

DUTIES OF POSITION - CONTINUED

regulations. Pre-assignment Center provides training to secretaries to be assigned to offices as vacancies arise.

Upon satisfactory completion of the required on-the-job and classroom training and at least one formal evaluation, employee will be non-competitively referred to NRC offices recruiting for GG-06 secretary. Once an employee is selected for a vacancy, he/she will be non-competitively reassigned into a position in a permanent slot. Those employees who are not selected for a permanent position will have their employment terminated at the end of the 13 month appointment.

QUALIFICATIONS REQUIRED - CONTINUED

next lower grade level or equivalent.

PLEASE NOTE: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veterans must submit a DD-214 or other acceptable evidences as proof of veteran status.

PLEASE NOTE: Current/reinstatement Federal employees with status (Tenure Group 1 or 2) will be considered through merit promotion procedures under this announcement and must submit a copy of SF-50 (Notification of Personnel Action) to verify competitive status or reinstatement eligibility. Status applicants who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete application packages. When only one (1) application is received, it will be considered under the merit promotion announcement only.

RATING FACTORS - CONTINUED

2. Knowledge of proper grammar, spelling and punctuation sufficient to review correspondence for correctness, proper format and completeness.

(Example: Describe specific work experience and training that demonstrates your ability to prepare and review correspondence and other documents. What type of documents do you routinely prepare.)

3. Demonstrated ability to provide administrative support in a variety of areas (travel, responding to inquiries, records control, filing, etc.)

(Example: Describe your experience in establishing and maintaining office files. Describe specific instances where you have initiated and

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**RATING FACTORS - CONTINUED**

developed new office procedures to improve the efficiency of your organization. Describe specific work experience that demonstrates your ability to apply policies and practices pertaining to office procedures.)

4. Demonstrated ability to work efficiently in handling multiple assignments with competing priorities, often under considerable pressure to meet deadlines.

(Example: Describe specific situations that required you to work under stressful or adverse conditions (field assignments, competing priorities, tight schedules, deadlines, etc.)

5. Demonstrated ability to deal tactfully, efficiently and professionally with all levels of personnel.

(Example: Describe the various levels of individuals you interact with and for what purposes. Provide examples of specific assignments which required you to take a lead role in reaching an agreement or resolving problems.)

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.